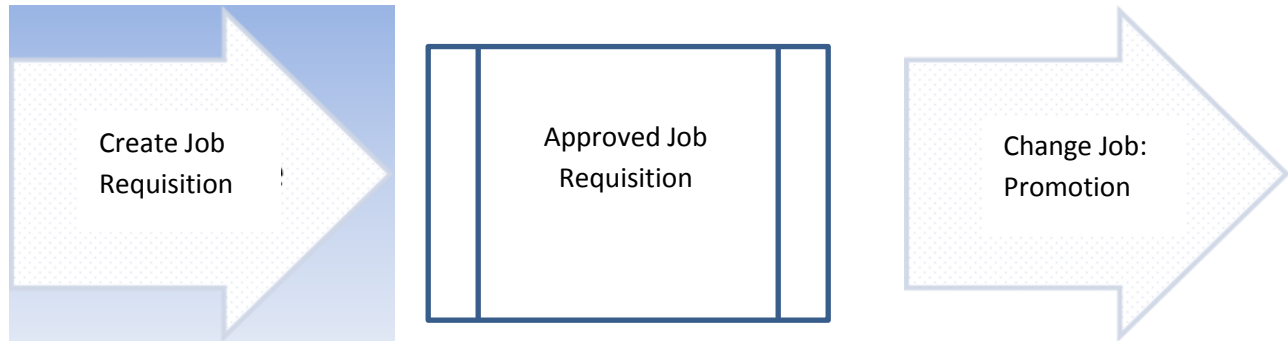


Create a Job Requisition: Create New Position for a Promotion**05.15.15**

Overview: In order to promote a worker, two different processes must be completed in FermiWorks:

1. **Create a Job Requisition: Promotion**
2. Change Job: Promotion

This is the first process. A job requisition must first be created and approved in FermiWorks. This opens a position in your Supervisory Organization to promote the worker into. Once the position is open, the Change Job: Promotion process can be initiated in FermiWorks to change the job – promote the worker. For example, if an administrative assistant I is being promoted to an administrative assistant II, there must be a vacant administrative assistant II position to promote the worker into. The vacant administrative assistant I can be closed or left open to hire or promote another worker.

1. Type **Create Job Requisition** in the Search box.
2. Press **Enter**.
3. Select **Create Job Requisition** from the Search Results list.
4. If you are responsible for direct reports in more than one **Supervisory Organization** select the **Prompt** in that field, drill down and select the appropriate **Supervisory Organization**.

If you are only responsible for one Supervisory Organization this field will be auto populated.

NOTE: A Supervisory Organization groups workers into a management hierarchy. A supervisory organization can be a department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations and workers are hired into jobs or positions associated with a supervisory organization.

All fields with a red asterisk (*) are required fields. All Fermilab required fields may not have a red asterisk. A validation error message displays to identify these required fields.

For all required fields, always use the Prompt and select from the list that displays (if available).

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5. Select **Create New Position**.

If this job requisition is for a promotion and the new position is not vacant, a new position in the Supervisory Organization must be created, or

Select **For Existing Position** if the position the worker is being promoted to is vacant. Click Prompt, drill down and select from the list of vacant position(s) within the Supervisory Organization.

NOTE: If no selection is made, an error message displays. The Position type **MUST** be selected.

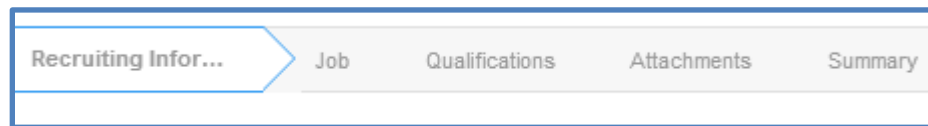
6. Verify the **Worker Type** is Employee.

NOTE: To promote a contingent worker, follow the Create a Job Requisition: Create New Position for a Contingent Worker process.

A contingent worker is not on the Fermilab payroll. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, technicians).

7. Click **OK**.

The **Recruiting Information** section displays.



The chevrons display the sections to be completed.

1. Click **Number of Openings** to open the section.
2. The **Number of Openings** defaults to one.
3. **Reason:** Click Prompt > Create Job Requisition > Administrative > Promotion or Transfer.
4. Enter the **Recruiting Start Date**. Enter today's date.

NOTE: You cannot hire or promote someone before the recruiting start date or target hire date. For example, if you are entering the Administrative requisition and enter the recruiting start date and target date using 5/2, the effective date cannot be before 5/2.

5. Enter the **Target Hire Date**. Enter today's date.

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6. Click **Next**.

The **Job** section displays.

1. Click **Job Posting Title** to open the section.
2. Enter the **Job Posting Title**.

NOTE: To mark this requisition for a promotion, the Job Posting Title in this requisition should list the job posting title, and then '/Promotion.' For example, enter 'Administrative Assistant V/Promotion' so it will be easy to recognize the job requisition created specifically for a promotion in the list of open job requisitions that display in the manager's My Open Job Requisitions worklet on the FermiWorks Home page.

3. Enter the detailed **Justification** for this promotion.

NOTE: Enter the specific reason in the justification field. A justification **MUST** be entered. If a justification is not entered, the job requisition will not be approved. It will be sent back for you to complete.

4. **Job Profile:** Click Prompt, drill down and select the appropriate **Job Profile**. This is the Fermilab Compensation job title.
5. **Worker Sub-Type:** Click Prompt > For Current Country > Regular for the **Worker Sub-Type**. This is an additional categorization of the job profile.
6. **Time Type:** Click Prompt > Full Time for the **Time Type**.
7. **Primary Location:** Click Prompt > Batavia for the **Primary Location**.

NOTE: CERN in Batavia, Illinois is used for workers who are located at CERN and are paid by Fermilab.

8. Click **Next**.

The **Qualifications** section displays.

No qualifications are required for job requisitions for promotions.

Click **Next**.

The **Attachments** section displays.

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No attachments are required for job requisitions for promotions.

NOTE: The justification and any additional documents for the promotion are added when the Change Job – Promotion process is created in FermiWorks.

The **Summary** section displays.

1. Read the Help Text at the top of the window. Click each link to review the details.
2. Click **Guide Me** to return to that section to make any changes. Or click any field to make changes in the Summary section
3. Click **Submit**.

NOTE: Do **NOT** click Skip. The Organization Assignments section **MUST** be completed.

The organization payroll cost center and associated information must be entered to complete the job requisition.

Click **Open** to Change Organization Assignments.

Fermilab defaults for the **Company**.

NOTE: If you do not know the specific Organizational Assignments, right click your name in the upper right corner of the window, select 'See in New Tab.' Click the Organizations tab to display the organization assignments. Do **NOT** click Skip.

1. **Cost Center:** Enter the appropriate **Cost Center** (project/task code).

The Payroll Cost Center (PeopleSoft financial cost center) and Financial Cost Center auto populate.

2. **Physical Location:** Click Prompt and drill down to select the appropriate **Physical Location**.
3. **Mail Stop:** Click Prompt and drill down to select the appropriate **Mail Stop**.
4. **Stock Code:** Click Prompt and select the appropriate **Stock Code**. This is the maximum amount allowed for the purchase of on-site materials for this position.
5. Click **Submit**.

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Once the Job Requisition for a promotion is approved, the requisition displays in the manager's My Open Job Requisitions worklet on the FermiWorks Home page.

View Job Requisition Progress Status

1. Open your FermiWorks Inbox.
2. Click **View Inbox**.
3. Click the **Archive** Tab.
4. Click the **Job Requisition** Action.
5. Click the **Process** tab.
6. Review the table to see the status.

After the Job Requisition for a promotion is approved, the second process Change Job: Promotion can be initiated in FermiWorks.